

INVITATION TO BID



OPERATION, MAINTENANCE, SERVICING AND OVERHAULING CONTRACT FOR AIR-CONDITIONING PLANT/ SYSTEM AND ALLIED EQUIPMENTS INSTALLED AT STATE LIFE BUILDING M.A JINNAH ROAD MIRPURKHAS

Tender No. MECH-RE/MPK/2026

1. State Life Insurance Corporation of Pakistan (Real Estate Division) invites electronic bids under Single Stage single Envelope System from the proven relevant experienced firms/Contractors, for ***Operation, Maintenance, Servicing and Overhauling Contract for Air Conditioning Plant/ System and Allied Equipment Installed at State Life Building, M.A Jinnah Road Mirpurkhas.***

2. E-bidding documents as per regulations, containing mandatory requirements detailed condition of contract, scope of work and specifications of the plant etc. are available for the registered bidders on EPADS at (www.eprocure.gov.pk)

3. The electronic bids, must be submitted by using EPADS on or before 09-07-2026 at 11:00 am. Manual bids, shall not be accepted. Electronic Bids will be opened on the same day at 11:30 am.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at www.eprocure.gov.pk and on PA's website.

(ENGR. ALTAF HUSSAIN)

Deputy Manager

Real Estate Department

7th Floor,

State Life Building No.3,
ThandiSarak, Hyderabad.

Phone #: 0229200353



**TENDER FOR OPERATION,
MAINTENANCE, SERVICING &
OVERHAULING WORKS OF AIR
CONDITIONING PLANT
INSTALLED AT STATE LIFE
BUILDING MIRPURKHAS**

REAL ESTATE DEPARTMENT HYDERABAD

TENDER NO. MECH-RE/MPK/2026



**OPERATION, MAINTENANCE, SERVICING & OVERHAULING WORKS OF
AIR CONDITIONING PLANTS/SYSTEM AND ALLIED EQUIPMENTS INSTALLED
AT STATE LIFE BUILDING M.A JINNAH ROAD, MIRPURKHAS.**

"You are requested to submit tender through e-procurement system of PPRA (EPADS). No any manually received tenders will be acceptable unless & until same is not uploaded at E-pads by the stipulated date & time. For further details & query, you may contact the below mentioned office before the opening of the Bid."

Deputy Manager (Real Estate)

State Life Insurance Corporation of Pakistan,
Real Estate Department,
7th Floor, State Life Building No.3,
Thandi sarak,
HYDERABAD.
022-9200353

Dear Sir,

1. Having examined the tender documents, schedules, site conditions for the above named works, we, the undersigned offer to carry out the said works in accordance with the said tender documents, with the conditions as for as applicable for the sum named in the schedule price / bill of quantity or such other sum as may be ascertained with the conditions of contract.
2. In consideration of your consent to examine this tender, we undertake if our Bid is accepted:-
 - a) To commence the work within the period mentioned on written orders to commence.
 - b) To sign the formal Contract Agreement after issuance of the Letter of Award of work and to pay all costs towards the preparation of Contract Agreement.
 - c) To abide by and fulfill all the terms and provisions of the said conditions of contract.
3. The bid security has been tendered, the full value of which is to be absolutely forfeited by you, without prejudice to any other rights and remedies which you may have, if we fail to commence the work or execute the formal Contract Agreement, within the specified period above.
4. We hereby confirm that we have examined the tender documents and schedules, have inspected the site and have obtained all the information which may affect this tender. We understand that no claim will be admitted by you which may arise from our pleading ignorance of the nature of works.
5. We agree to abide by this tender for the period mentioned from the date of opening of the tenders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. We understand that you are not bound to accept the lowest or any tender you may receive, and that you will not defray any expenses incurred by us in tendering process.

Dated this _____ day of _____ 2026

Signature _____

Address _____

INSTRUCTION TO BIDDERS



1. MANDATORY REQUIREMENTS

- a. E-PADS REGISTRATION**
- b. FBR REGISTRATION**
- c. SRB REGISTRATION**
- d. EOBI REGISTRATION**
- e. SESSI REGISTRATION**
- f. FIVE YEARS RELATED EXPERIENCE**
- g. NON-BLACKLISTING AFFIDAVIT**

2. GROUND OF REJECTION OF BID:

- I. Non-Registration of E-PADS, FBR, SRB, EOBI & SESSI.**
- II. Company should be five years' experience in the related field.**
- III. Non- submission of company profile and required experience.**
- IV. Conditional/Ambiguous bid.**
- V. Bid submitted without bid security.**
- VI. E-Bid without original Affidavit of Non-Black Listing of firm from any Govt./ Semi Govt., autonomous or private organization.**

3. SUBMISSION OF TENDER:

Single stage Single envelope Tender procedures will be adopted. Envelope containing mandatory requirement of Tender must be accompanied of Bid Security amount of **Rs.100,000/-** in shape of pay order / Bankers Cheque in favor of State Life Insurance Corporation of Pakistan. Tender documents (all papers inclusive company profile, mandatory requirements, experience certificate with letter of awards in connected field) must be paged / signed and stamped to signify the acceptance of tender conditions.

- a) The Bidder shall not make any alteration in the form of devised tender documents.
- b) The Tenders shall keep his bid/ offer firm and final in all respects and open for acceptance for the period stated in the bid.
- c) Tenders which are incomplete, conditional obscure or containing uncalled additions. Erasers, alterations, over writings or irregularities may be rejected / disqualified.

4. BID SECURITY:

- a) In order to secure the due performance by the Bidder of the obligations undertaken by him, the tender must be accompanied by bid security as mentioned in the tender.
- b) Bid Security must be furnished in form of pay order/ bank draft/Bankers cheque of a scheduled bank of Pakistan in favor of the employer i.e. State Life Insurance Corporation of Pakistan.

5. CAPACITY.

- a) Registered name and address of the Company along with Phone / Fax Numbers and E-Mail Address (copy of registration to be furnished).
- b) Complete profile of the firm including details of present and past similar works with reference minimum five years.
- c) List of Engineers, Technical Staff, their qualification / experience and details of in house facilities.
- d) Proof of registration with any other Professional Organization for similar works.
- e) Bank Statement / Sales Tax Certificate, SRB Registration Certificate, Professional Tax certificate & certificate of any other applicable tax.

6. VISIT TO SITE:

The Bidder should visit the site and satisfy themselves as to local conditions and occupation of the buildings, the full extent and nature of the operations, the conditions affecting the execution of the work and execution of the contract generally. Claims on the grounds of want of knowledge in such respect or otherwise shall not be admitted.

7. TAKING OVER OF PLANTS, EQUIPMENT AND SYSTEMS AND COMMENCEMENT OF WORK.

- i. The contractor shall commence mobilization of his staff and stores within 07 (Seven) days of the issuance of letter of award of work and submit the list of proposed staff for approval by the employer's representative. The contractor will immediately arrange suitable replacement for the staff not approved by the employer's representative.
- ii. On direction by the employers' representative, the present contractor will commence having handling over of the plants to the contractor and start demobilization of his staff on mobilization of contractor's staff. Proper detailed lists of plants shall be prepared for record of "Taking Over" / "Handing Over" signed by both contractor's representative and employer's representative, the contractor ensuring that the taking over is completed with 10 days of the issuance of letter of award of work.
- iii. The aforementioned transition period is intended to facilitate the contractor to make himself fully conversant with operation, maintenance and servicing of the plants so that no interruption is caused when the present contractor has completely demobilized. The full staff strength shall become available at site before the end of the transition period.

(The Bidders are required to fill in all the blank spaces in the Tender, and various Schedules which form part of this tender)"



A. SALIENT FEATURES OF CONTRACT

a.	Date & Time for submission of e-bids on EPADS.	On or before 09-07-2026 at 11:00 AM , Electronic Bid will be open on same day at 11:30 AM on Epads . Bidders are required to present original Bid Security with duly filled / signed Tender documents before closing time.
b.	Bid Price of the Work	Rs. _____ per month (Rupees _____)
c.	Validity of the tender	One hundred twenty (120) Days from Date of opening of Bid.
d.	Amount of Bid Security in the form of Pay Order/ bank Draft	Rs.100,000/- in favor of State Life Insurance Corporation of Pakistan.
e.	Release of Bid Security.	I. Shall be released to unsuccessful bidders on acceptance of the advantageous bid. ii. To the lowest bidder, on satisfactory completion of contract period.
f.	Bid Security Forfeiture	I. If the bid is withdrawn after opening. II. If the bidder does not accept letter of award or refuse to enter in contract.
g.	Commencement of Work	Not later than seven (07) Days from the Date of Issuance of Letter of Award of Work.
h.	Bank Guarantee	Rs. 500,000.00 (Rupees Five Hundred Thousand Only)
i.	Workmen's compensation policy	As per the requirement of workman's compensation Act.
j.	Venue/city	STATE LIFE BUILDING M.A JINNAH ROAD, MIRPURKHAS.
k.	Working days	Six (06) working days except Gazette holiday (08:30 Hrs to 17:30 Hrs) or adjustable as per requirement by RE, MIRPURKHAS.
l.	Retention Money	5% Retention Money will be deducted from each monthly bill and shall be released after satisfactory completion of the contract period.
m.	Period of Contract	One (01) year

Dated this _____ day of _____ 2026

Seal & Signature of Contractor _____

CONDITIONS OF CONTRACT



1. DEFINITION AND INTERPRETATION:

- a) "Employer" / "Owner" means State Life Insurance Corporation of Pakistan (SLIC) and shall include their administrative and legal representative assigns or successors.
- b) "Employer's Representative" means the representative of the State Life Insurance Corporation of Pakistan or such other person(s) for the time being or from time to time duly appointed by the Employer to perform the duties set forth in clause-7(a) hereof and notified in writing to the contractor.
- c) "Contractor" means the Bidder whose tender bid has been accepted by the Employer and shall include his legal and personal representative(s), successors and permitted assigns.
- d) "Contractor's Agents" means the person or site engineer duly appointed by the contractor and approved by the Employer's Representative to perform the duties set forth in clauses-7 & 8 hereof.
- e) "Contract" means the agreement contained in the contract agreement and the documents set out in the contract Agreement as forming part thereof.
- f) "Bid price" means the total Bid price of all material, manpower for operation, maintenance, servicing, overhauling, supervision and services required for the works and all cost in connection with fulfillment of all conditions and performances under the contract.
- g) "Plants" means all the operation, maintenance, servicing and overhauling works to be executed in accordance with the contract and includes the whole of the works, materials, matters and things required to be done, furnished and performed by the contractor under the contract.
- h) "Works" means all the plants, equipment and system as detailed in these documents for which the work is to be executed by the contractor.
- i) "Site/ Building" means the building wherein the works are to be performed and executed by the contractor

2. EXTENT OF CONTRACT:

- i. The contract comprises of the operation, maintenance, servicing and overhauling of the complete plants, Allied equipment and systems as detailed elsewhere in the contract documents. Any additional works other than above requiring **additional manpower at site will be paid at 20% overhead profit** on production or of original invoices of the material/ parts if not supplied, by state life.
- ii. And except in so far as the contract otherwise provides the provision of all labor, materials, tools instruments and everything whether of incidental nature required in and for operation, maintenance, servicing and overhauling of the complete plants, equipment and systems, so far as the necessity for providing the same is specified in or can reasonably be inferred from the contract.

3. ASSIGNMENT AND SUB-LETTING:

- i. The contractor shall not assign the whole of the contract or any part thereof or any benefit or interest therein or there under without the prior written consent of the employer.
- ii. The contractor shall not sub-let the whole or any part of the contract without the prior written consent of the employer.

4. GENERAL OBLIGATIONS:

- i. The contractor shall be deemed to have satisfied himself before Bidding as to the correctness and sufficiency of his tender and the rate and price shall except in so far as it is otherwise expressly provided in the contract cover all his obligation under the contract and all matters and things necessary for the proper execution of the works.
- ii. The contractor shall execute the works in strict accordance with the contract to the satisfaction of the employer's representative and the whole of the labor, materials, tools and instruments, other things to be provided by the contractor pursuant to the contract and the mode, manner ad speed of execution of the works are to be of a kind and conducted in a manner to the satisfaction of the employer's representative.
- iii. The contractor shall comply and adhere strictly to the employer's representative's instructions and direction on any matter (whether mentioned in the contract or not) touching or concerning the works. The contractor shall take instructions and directions only from the employer's representative or from the Engineer of SLIC Pakistan.

- iv. The employer's representative decision in respect of materials and workmanship and interpretation of the specifications will be final and shall be accepted by the contractor. Any other matters may be referred to arbitration by the contractor if he wishes to dispute the employer's representative decision upon such matter.
- v. If within seven days after receipt of a written notice from the employer's representative requiring compliance with the employer's representative's instruction, the contractor does not comply therewith, the employer may employ and pay other persons to execute any work whatsoever which may be necessary to give effect to such instruction and all costs incurred in connection therewith shall be recoverable from the contractor by the employer as a debt or may be deducted by him from any monies due or to become due to the contractor under the contract.

5. CONTRACTOR'S SUPERINTENDENCE, AGENT AND EMPLOYEES:

- a) The contract shall give or provide all necessary superintendence for the proper fulfilling of the contractor's obligations under the contract.
- b) A competent and duly authorized agent (site supervisor) of the contractor approved by the employer's representative shall have full authority to act for and bind the contractor is to be constantly at the site of work and shall give his whole time to the superintendence of the work.
- c) The contractor shall provide and employ on the site for the purpose of or in connection with contract.
 - i. Only such engineers supervisors, foreman, technical assistance as are skilled and experienced in their respective fields and are competent to give proper supervision to the work they are required to supervise, and
 - ii. Such skilled, semi-skilled and unskilled labor as in necessary for the proper and timely performance of the contract.
- d) The employer's representative shall be at liberty to object to and require the contractor to remove the fore with from the site agents or any other person employed by the contractor or any sub-contractor who in the opinion of the employer's representative mis-conduct himself or is incompetent or negligent in the proper performance of his duties.

- e) For the purpose of identification and security, all employees of the contractor, detailed to work within the premises of the building, in connection with rendering of the agreed services as per connected contract agreement;
 - i. Shall be issued with proper identity cards by the contractor duly countersigned by the employer's representative.
 - ii. All employees working in the building shall wear proper uniforms (with firm's name label thereon) provided by the contractor. The employee's identity card of the contractor shall display the I.D card pinned with uniform.
- f) The contractor shall submit to the Employer's representative certified photocopies of National identity cards of all employees employed by him for performance of the services under this contract.
- g) The contractor shall submit medical fitness certificates of all employees employed by him for performance of service under this contract.
- h) The contractor shall maintain daily attendance register of his employees and workers engaged in providing operation, servicing and maintenance service & overhauling works. This attendance register shall be submitted each day to the employer's representative and the same may be subject to verification by physical head count.

8. WATCH AND CARE OF WORKS:

- a) Except as otherwise specifically provided in the contract the contractor shall make all arrangements for the security and protection of persons and property or for the safety.
- b) For the duration of the contract, the contractor shall take full responsibility for the care of complete plants, equipment and system (work) materials, tools instruction, and other thing brought on the site by the contractor for the purposes of the contract and in case any damage loss or injury shall happen to the works or any such materials or tools or instruments or other things from any cause whatsoever (save and except the expected risk e.g. outbreak of war or act of invasion) he shall at his own cost replace, repair, and make good the loss or damage.
- c) The contractor shall indemnify and keep indemnified the employer against all losses and claims for injuries or damages to any person or any property whatsoever which may arise out or in consequence of the performance of the contract and against all claims, demands, proceeding, damages, costs, charges and expenses, whatsoever in respect of or in relation thereto.

- d) The contractor shall be responsible for any damage caused by his workers, operatives or agents to the building, complete plants, equipment and systems, works being executed under this contract, or the contents of the building, and shall make good such damage at his sole expense.
- e) ***Any damage(s) as may occur through negligence of the contractor his agents or employees will corrected and / or made good at his own expense.***

9. INSTRUMENTS AND TOOLS:

The contractor shall supply and maintain such sufficient instruments, tools and equipment, for the use of his staff that are required to enable him to fulfill his obligations under the contract.

10. LABORERS/ WORKERS:

- a) The contractor shall at all times take all requisite precautions and his best endeavors to prevent any riotous or unlawful behavior by or amongst the laborers and other employed by him or his sub-contractors for the purpose of or in connection with the contract and for the preservation of the peace and the protection of the inhabitants and the security of property on or in the neighborhood of the site.
- b) The contractor shall maintain at site proper attendance registers to record the attendance of his employees and submit a return in detail at the end of every week to the employer's representative showings.
 - i. The numbers of several classes of labor employed by him on the works during the period.
 - ii. Their working hours, and
 - iii. Details of any accidents during the period indicating extent of damage and injury.

11. FACTORY ACTS & LABOR LAWS:

The contractor shall, in relation to the works to be executed under this contract, comply with the provisions of the Factories Act 1937 and 1984 and west Pakistan industrial and commercial employment (standing orders) ordinance 1968, and other Federal and Provincial laws concerning employment of workers, and statutory amendments or additions thereof, and any regulations or orders made there under affecting the works.

12. BILLS, CERTIFICATES AND PAYMENTS:

- a) The contractor shall submit his bills to Employer's Representative during 1st week of every month carried out during the preceding month.
- b) The Employer's Representative shall have the power to make necessary adjustment in the bill and issue his certificate within a week of the receipt of the bill by him.
- c) The contractor shall submit his bills in the prescribed form duly approved by the Employer's Representative.
- d) The Employer's Representative may make any correction or modification in any previous certificates which shall have been issued by him and shall have power to withhold any certificates if the works or any parts thereof are not being carried out to this satisfaction.
- e) No claim from the contractor on account of fluctuation in the market rates shall be entertained during the currency of this contract agreement for any item of work executed under this contract.

13. DEDUCTION FROM MONTHLY BILL:

- a) Lump sum amount accessed by the Employer's Representative in case of non-compliance / un-satisfactory service provided by contract.
- b) **1.5 times of salary of contractor's staff will be deducted in case of absenteeism** / shortage of staff as per salary mentioned at price schedule submitted by contract. Only one (01) day leave will be allowed to each worker of contractor in each calendar month.
- c) Frequent shortage/ absence of contractor's staff will invite penalty that is absolutely at discretion of Employer's Representative.

14. TAXES:

- a) The contractor shall be responsible for the payments of all prevailing taxes i.e. Income Tax, super tax, SST (SRB), EOBI & SESSI subscription etc, on income arising out of the contract and the rate/ price stated in the tender and schedule of prices shall be deemed to cover all such taxes.
- b) Any element of federal, provincial or local duty or tax inherent in the price of locally procured items required for the work shall be deemed to be included in the rates and prices stated in the priced tender and schedule of price and will not be separately reimbursable.

15. INSURANCE:

The contractor shall furnish the following insurance policies to the employer within 15 days of the issuance of letter of award of work. The contractor must keep the policies in force during the entire contract period and produce to the Employer's Representative the receipt for payment of the premiums:

- i. Workmen's compensation policy based on the total wages / salary and to that limit required by the law of Pakistan for the workers and other persons in the employment of the contractor.
- ii. Third party liability policy up to limits specified in memorandum of the tender.

16. SPECIAL OBLIGATION OF THE CONTRACTOR:

- a) The contractor is bound to pay the salaries to his workers/ employees employed for the works regularly within 1st week of each month positively. If the contractor fails to make payments to his workers/ employees by 7th of each month of the Employer's Representative may on receipt of such written complaint from the workers/ employees pay the salaries to the workers/ employees of the contractor and the amount so incurred by the Employer's Representative, shall be deducted from the bill of the contractor. If the contractor is late in making payments to his workers / employees for any two consecutive months, the Employer's Representative may terminate this contract.
- b) The contractor shall be responsible and shall make good any loss, damage, theft and pilferage during the period his employees are working in the premises of the building and for which their responsibility is proved.

- c) The contractor shall sign the inventory for all plants, equipment, fitting and fixtures etc. any loss or damage to any plants, equipment, fittings and fixtures etc. shall be the responsibility of the contractor
- d) The contractor shall ensure that the manpower once provided for the works would not be ordinarily changed from the site.
- e) The contractor shall make himself available to the Employer's Representative whenever asked for and shall reply all communications issued within two days of their receipt.
- f) The contractor will operate the Air-Conditioning Plants, Allied equipment and systems (hereinafter collectively referred as the plants), providing effective Air-Conditioning in the Building and satisfactory operation of all equipment. Working hours (Monday to Saturday) of plants shall be as follows;

MONDAY TO SATURDAY

FROM 8:30 A.M TO 5:30 P.M

Note: The timing for operation is subject to change on discretion of Deputy Manager (R.E) or Building In charge.

- g). The contractor will operate the plants on year-round basis; the periods of cooling-ventilation would depend on the weather conditions which decision will be at the discretion of the Employer's Representative.
- h). The normal servicing, maintenance, repairs and overhauling of the plants shall be carried out in a manner that the normal operation of the plants is not disrupted.
- i). Normally the cooling cycle shall not be operated during November 15 to March 15 every year and the contractor must complete the work of annual servicing, maintenance, overhauling and repairs during this period so that the plants are in full working order by March 15.
- j). The contractor will be required to physically check the engineering stores of the Employer to determine the availability of imported and indigenous spare parts.
- k). The contractor will submit a complete list of spare parts and materials required for the operation, maintenance and servicing of the plants and for the annual servicing, maintenance, overhauling and repairs to the Employer's Representative as per following time schedule.
- l). In case the Employer's Representative instructs the contractor to supply any item to be procured from the local market, the contractor will be paid (twenty percent) 20% of the cost of the item as handling and overhead charges to cover the procurement expenses. The Bill of the contractor will be supported

by the cash memos or bills of the suppliers for the items purchased and supplied by the Contractor.

- m). The contractors shall prepare log sheets for daily recording the observations of the operation of the plants, testing of water samples and temperatures in the occupied/conditional areas of the building, etc. and submit the same to the Employer's Representative for scrutiny, amendment and approval. Contractor's site supervisor shall ensure that the approved log sheets are accurately maintained and take confirmatory signatures of the Employer's Representative every day. Two sets shall be prepared and one set handed over to the Employer's Representative every day.
 - i. Schedule of routine servicing and maintenance, and
 - ii. Schedule of annual servicing, maintenance and overhauling, and submit the same to the Employee's Representative for scrutiny, amendment and approval in October each year.
- n). The contractor shall maintain a Register in the form of Charts for each Equipment and system and record with dates the work of servicing, maintenance and overhauling as carried out. The contractor shall take confirmatory signatures from Employer's Representative for the work done.
- o). The contractor shall arrange periodic site visits, at least once in the last week of every month, of his Senior Engineer from his head office to check the operation of the plants and servicing, maintenance, minor repairs and overhauling work carried out by the contractor's staff. The contractor will submit the inspection reports of his senior engineer to the Employer's Representative in first week of every month for the preceding month. The report shall highlight the overall performance of the plants and pinpoint any actions to be taken by the Employer's Representative.
- p). The contractor shall hand over the defective part to the Employee's Representative. The contractor shall maintain a register to record the new parts taken from employer's store and defective parts handed back and take confirmatory signature from the Employee's Representative against each entry.

17. TERMINATION:

- a) The employer shall have the right to terminate the contract wholly or partly by giving a notice of 30 (thirty) days to the contractor without assigning any reason.
- b) The employer shall also have the right to terminate the contract by giving a notice of 30 (thirty) days if he decides to discontinue the services of the contractor due to any reasons. However, in such a case the employers shall not invoke/ forfeit the performance bond of the contractor and shall make a fair assessment of the payments due to the contractor and release the same in full and final settlement of the accounts under the contract.

18. FORCE MAJEURE:

Any delay in or failure of performance of contractor or in fulfillment of any obligation by the employer hereto shall not constitute default hereunder or give rise to any claim for damages if and to the extent such delay or failure of performance is caused by occurrence beyond the control of the party affected including natural calamities, acts of war, rebellion or sabotage or damage resulting there from, fire or explosions, accidents, breakdown, riots, commotion, strikes (excluding the strike of the employees of the contractor) epidemic or any other causes whether or not of the same class or kind as those specifically stated above, which are not within the control of the party affected and which by the exercise of reasonable diligence the party affected is unable to prevent.

19. SETTLEMENT OF DISPUTES:

All questions and disputes between the parties to this contract other than those in which the decision certificates and / or opinion of any person is expressed by the contract to be final and conclusive, shall be referred to the Divisional Head Real Estate and his decision will be final and agreed by both the parties.

(TO BE FILLED BY BIDDERS)

PRICE SCHEDULE



BILL OF QUANTITY

S#	Quantity	Designation	Rate per person (Rs)	Total Rate (Rs)
01	01	Site Supervisor		
02	01	A.C Plant Operators		
03	01	Air Conditioning Mechanic		
04	01	Industrial Electrician		
05	01	Helper		
06	05	TOTAL		
		Total Per Month		
		Per month Amount in rupees		
		Total Per Annum		
		Per Annum Rate in rupees		

OVERTIME CHARGES BEYOND WORKING HOURS AND ON HOLIDAY ARE FIXED FOR RS. 700/- PER HOUR FOR MINIMUM TEAM OF THREE PERSONS.

Note:-

- The quoted rates should be inclusive of wages/salaries, EOBI, SESSI Insurance, Sales Tax on services, Income tax profits, overheads, miscellaneous charges, levies etc. Separate bifurcation of quoted price may be furnished as and when required.
- The contractor shall adhere and remain responsible for payment of minimum wages to staff and insurance. The contractor shall submit the certificate with the bill that all the staff deputed by the firm has been paid minimum wages and also the payments for their EOBI, SESSI and insurance are paid.
- The above staff strength/quantities can be changed to any extent as per requirement. The strength of staff deployed will be communicated to the services providers per requirement and at any time after awarding the contract
- Contractor shall pay/transfer all wages to its staff in their bank accounts.

Dated this _____ day of _____ 2026

Seal & Signature of contractor _____



QUALIFICATION OF OPERATION & MAINTENANCE STAFF REQUIRED

S. #	Quantity	Designation/ Name	Qualifications	Experience
01	01	Site Supervisor	D.A.E (Mech/Air Conditioning)	Minimum 06 years in Respective F
02	01	A.C Plant Operators	-do-	3-5 Years in Respective Field
03	01	Air Conditioning Mechanic	Matric + Relevant Technical Course	3-5 Years in Respective Field
04	01	Industrial Electrician	Matric + Relevant Technical Course	3-5 Years in Respective Field
05	01	Helper	Matric	2 Years in Respective Field

Total 05

Dated this _____ day of _____ 2026

Seal & Signature _____

SCOPE OF WORK



1. The contractor shall be responsible for the operation of the complete Air-Conditioning plants, Allied equipment and system including automatic and safety controls, components and accessories (collectively referred herein as the plants), complete servicing and maintenance of the plants including minor repairs, annual overhauling and servicing. Major repairs, when required, are not included in the scope of work.
2. **THE EMPLOYER SHALL BE RESPONSIBLE FOR THE FOLLOWING:**
 - a) Electricity and water supply.
 - b) Spares and materials, chemicals and paints required for operation, maintenance,
 - c) Water treatment chemicals, refrigerants and special servicing, minor repairs and overhauling excluding miscellaneous items. Lubricants or oils.
 - d) Suitable working space for the contractor's staff to carry out minor repairs.
3. **THE CONTRACTOR SHALL:**
 - a) Record twice daily the temperatures on each floor at different locations designed by the Employer's Representative.
 - b) Record plants and equipment operational data at suitable intervals.
 - c) Record all observations in printed log sheet approved by the Employer's Representative. Two sets to be prepared and one set supplied to the Employer's Representative every day.
 - d) The operation and maintenance work to be carried out by the contractor is briefly detailed in clause-8, 9, 10 and 11 for reference only without any limitation.
 - e) The contractor's site supervisor and other supervising staff shall study manufacturer's technical catalogues for the plants and familiarize themselves with the operation, maintenance and servicing of the plants to ensure trouble free operation of the plants.
 - f) Shall immediately report any malfunctioning of the plants to the Employer's Representative.
 - g) Shall attend promptly to complaints of malfunctioning of any HVAC system/ equipment and rectify the same on priority basis. A log book will be maintained to record the date and time of each complaint and date and time of its rectification.
 - h) Shall coordinate with the employers water supply services to ensure that sufficient make up water is available for the operation of HVAC plants.

4. PLANT OPERATION.

- a) Check for the working of all electrical and mechanical components of the plants.
- b) Regular dosing of chemicals for effective treatment of cooling chilled water system. Taking of samples and testing with test kits and recording the results daily for city water supply and weekly for chilled water.
Two sets of chemical treatment reports shall be prepared indicating the quantities of chemicals added and result of samples tested for each system. One set shall be supplied to the Employer's Representative every day.
- c) Complete chemicals analysis tests shall be arranged from a reputable laboratory in first week of every quarter. Two copies of Lab report shall be prepared, one copy supplied to Employer's Representative and 2nd copy to be kept in contractor's site office.
- d) Maintains the daily operation log sheets required as per clause-6(c) page- '30'.
- e) Any servicing or repairs required during the operation of the plants.

5. WEEKLY/ FORTNIGHTLY/ MONTHLY SERVICING & MAINTENANCE:

- a) Washing and cleaning of air filters.
- b) Flushing and cleaning of strainers in the water systems.
- c) Cleaning of air devices.
- d) Servicing of automatic and safety controls of the plants.
- e) Checking of oil and other lubricants levels and changing the same when required.
- f) Adjustment and lubrication/ greasing of bearing and glands.
- g) Checking of belt driven equipment and adjustment of belt tension and alignment.
- h) Checking and adjustment of all pressure and safety devices and controls.
- i) Periodic servicing of the plants including topping up of refrigerant.
- j) Checking and adjustment of all pressure and safety devices and controls.

6. ANNUAL SERVICING, MAINTENANCE AND OVERHAULING:

The work to be carried out from November 15, to February 28/29 under the supervision of a senior engineer to be deputed by the contractor. Parts to be changed where necessary instructions given in the manufacturer's manuals to be allowed. Record of various checks and tests to be maintained for future reference. Immediately on shut down of the plants for annual servicing, etc. the contractor shall open all components of the equipment and prepare a list of major repairs required within one week of the shutdown.

The opened equipment shall be shown to the Employer's Representative to check the list of major repairs prepared by the contractor.

- i. *Cleaning of gear boxes and changing of oil.*
- ii. *Cleaning and adjustment of fan blades.*
- iii. *Removing of scale on cooling tower fill checking and adjustment of fill levels.*
- iv. *Cleaning of louvers and meeting orifices.*
- v. *Cleaning of basin and sumps.*
- vi. *General servicing*
- vii. *Adjustment of glands and bearings.*

AIR HANDLING UNITS:

- i. *Flushing and cleaning of fins' surfaces and water tubes of cooling coils.*
- ii. *Checking and adjustment of dampers.*
- iii. *Checking and adjustment of fan bearings.*
- iv. *Checking of belts alignment and tension and mounting bolts.*

FANS:

- i. *Cleaning fans.*
- ii. *Checking and adjustment of bearings.*
- iii. *Checking of belts alignments and tension and mounting bolts.*

AIR FILTERS:

Cleaning and repair of air filter.

ELECTRIC MOTORS:

- i. *General servicing.*
- ii. *Checking and tightening of wire connections.*
- iii. *Checking the earthing.*
- iv. *Checking the lubrication of bearings.*
- v. *Checking of motors winding insulation with a meggar.*

ELECTRIC CONTROL BOARDS:

- i. *Checking and servicing of all MCCBs, disconnect switches, fuses, contactors, starters, relays, overload cutouts and other safety devices, checking and cleaning of contact surfaces.*
- ii. *Tightening of wiring connections.*
- iii. *Checking of wiring insulation.*
- iv. *Checking of earthing.*

AIR DISTRIBUTION SYSTEM:

- i. *Cleaning of all air devices. Removal, cleaning and re-fixing of exceptionally dirty air devices.*
- ii. *Internal cleaning of air ducts as required and directed by the Employer's Representative. Cleaning is to be programmed to ensure internal cleaning of 25% air ducts every year.*
- iii. *Repair of exposed ducts, duct insulation, jacketing and covering.*
- iv. *Removal and re-fixing of false ceiling tiles as required by the contractor for carrying out his work. The contractor shall be responsible for any damage to the false ceiling framing and tiles, which will be caused due to his work.*

PIPING SYSTEM:

- i. *Cleaning and flushing of all piping system including chemical cleaning when required.*
- ii. *Servicing of all valves, strainers, specialties, etc.*
- iii. *Repair of insulation, jacketing and covering of all insulated piping.*
- iv. *Removal of damaged insulation (significant portions) of equipment, ducting and piping and replacement with new insulation, jacketing, covering, finishing and painting shall be considered a major repair work.*

PAINTING:

- i. *Painting of all equipment, exposed ducting and piping, if the previous paint has been scratched or has deteriorated.*
- ii. *Painting of air devices is excluded and shall be considered a major repair work.*





LIST OF AIR-CONDITIONING PLANTS & EQUIPMENT INSTALLED AT STATE LIFE BUILDING
M.A JINNAH ROAD MIRPURKHAS.

Sr.No.	Description	Capacity	Qty
1	Water Cooled Reciprocating Chiller Model No.WWC-1400 (SABRO)	108 TR Each	02 Nos.
2	Cooling Tower Counter Flow Bottle Type (Complete in all respect) Model No.KST - 125		02 No.
3	Chilled Water Pumps (KSB Pumps with Siemens Motor) Model No.ETA-50/16	10 H.P	03 Nos.
4	Condenser Water Pumps (KSB Pumps with Siemens Motor) Model No.ETA-50/16	10 HP	03 Nos.
5	<u>AIR HANDLING UNITS</u>		
	Air handling Units No.1	8000 CFM	01
	Air handling Units No.2	8500 CFM	01
	Air handling Units No.3	8000 CFM	01
	Air handling Units No.4	7900 CFM	01
	Air handling Units No.5	8000 CFM	01
	Air handling Units No.6	4700 CFM	01
	Air handling Units No.7	5700 CFM	01
	Air handling Units No.8	7600 CFM	01
	Air handling Units No.9	4800 CFM	01
	Air handling Units No.10.	6500 CFM	01
6	System Pressurizing Unit. (Complete in all respect) Model No.PUD15-12 Duplex		01 Nos.
7	Exhaust Fan (Axial Flow Fans) M/S Air Control	5,000 CFM	02
8	Plant Room exhaust Flow Fan 24	390 RPM	02
9	Water Pump Suction Model 1400 RPM	½ H.P	05
10	Centrifugal Pump Model No:10930231	7.5 H.P	02
11	Centrifugal pump Model No: 4933199	5.H.P	01
12	Sewerage water pump Model No:2800 RPM	2.H.P	02
13	Firefighting Pump Model No:MD55-5-28	2.H.P	02
14	Split Unit Sabro Model No:CDJ 18ESJ-18	1.5 ton	01



LIST OF TOOLS & INSTRUMENTS

1.	Box Spanner. (Different Size).	2 Sets
2.	Ring Spanner. (Different Size).	2 Sets
3.	Fix Spanner. (Different Size).	2 Sets
4.	Phillips Screw Driver. (Different Size).	1 Set
5.	Flat Screw Driver. (Different Size).	1 Set
6.	Plair Set (Grip, Nose, Long nose, Electric).	1 Set
7.	Wire Cutter.	01 no.
8.	Adjustable Wrench. (Different Size).	1 Set
9.	Pipe Wrench. (Different Size).	1 Set
10.	Gas Welding St (Oxy – Acetylene Plant). (Would be Provided as Site as when required).	1 Set
11.	Electric Arc Welding Plant. (With lead, holder). (Would be Provided as Site as when required).	1 Set
12.	Mugger. (Would be Provided as Site as when required).	01 No.
13.	Nitrogen Cylinder (With Gauge and Adopter).	1 Set
14.	Vacuum Pump (Double Stage).	1 Set
15.	Gauge Manifold (Imperial USA).	02 Sets
16.	Die Set ½" to 2" Dia.	1 Set
17.	Chisels. (Different Size).	1 Set
18.	Flaring Tools.	1 Set
19.	Swaging Tool.	1 Set
20.	Hammer. (Different Weight).	1 Set
21.	Claw Hammer.	01 No.
22.	Gun Hammer.	01 No.
23.	Greese Gun.	01 No.
24.	Dust Blower.	01 No.
25.	Hand Grinder.	01 No.
26.	Bench Vice.	01 No.
27.	Pipe Vice (With Stand).	01 No.
28.	Tong Tester (USA).	01 No.
29.	Drill Machine (Hammering), ¼" – 1. (With Masonry & Steel Drill Bits).	01 No.
30.	Multimeter. (AVO Meter).	01 No.

31.	Valve Keys. (Different Size).	1 Set
32.	Rights Angle Triangle.	01 No.
33.	Allen Key Set. (Different Size).	1 Set
34.	Psychomotor.	02 Nos.
35.	Dry & Wet Thermometer.	02 Nos.
36.	Tachometer.	1 Set
37.	Sprit Level.	1 Set
38.	Speeds Meter.	01 No.
39.	Bevel Protector with attachment	1 Set
40.	Acidizing Pump with complete system (01 H.P SS Boly Pump	1 Set

NOTE : Contractor will also provide necessary tools & instruments at site which are Required for Operation & Maintenance.

SAMPLE CONTRACT AGREEMENT

This Agreement is made and entered at _____ on this _____ Day of _____ 2026 by and between _____ (hereinafter called the "Employer" which expression shall include its successors, legal representative and assigns) of the one part and _____ (hereinafter called the "Contractor" which expression shall include its successors, legal representative and permitted assigns) of the one part.

WHEREAS the Employer is desirous for the Operation, Maintenance, Servicing and Overhauling of Air-Conditioning Plants, Equipment and System installed at State Life Building Mirpurkhas hereinafter called the "works")

WHEREAS, under the procedure, tender has been received and accepted by the Employer for the works submitted by the contractor.

NOW THEREFORE, for and in consideration of the promises, covenants, agreements hereinafter contained and to be performed by the parties hereto, the said parties hereby covenant and agree as follows:-

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents (This also means entire connected Tender/Bid Document) shall be deemed to form and be read constructed as part of this Agreement, Viz.,
 - a) The said Tender No. MECH/RE/MPK/2026, dated. _____
 - b) The Schedule of Prices.
 - c) The conditions of contract.
 - d) The General Requirement.
 - e) The Scope of Work.
 - f) The list of Operation & Maintenance Staff.
3. Also the Letter of Award No. _____ dated: _____ under reference to E-PAD inquiry no.PPRA TS..... / EV.....and all connected correspondence mentioned therein.
4. In consideration of the covenants and agreements to be kept and performed by the Contractor, and for the faithful performance of this contract and the works embraced therein, in conformity in all respects with the conditions herein contained and referred to, the Employer shall pay and all Contractor shall receive and accept as full compensation for everything furnished and done by the Contractor under this Agreement, the contract price at the time and in the manner prescribed by the contract.
5. The Contractor, at his own cost and expense, shall do all work and furnish all labor, equipment, materials, instruments and tools, for the works as outlined and described in these documents except such spare parts and materials which are to be furnished by the Employer. This Agreement shall take effect from _____ and shall be for a period of _____ at monthly rate of Rs.....

IN WITNESS whereof the parties hereto or here in have set their respective hands and seals on the above-mentioned date, month and the year.

Signed sealed and delivered
By _____
employer

Signed sealed and delivered
By _____
Contractor